

**641—69.12 (135) Record-keeping requirements.** A person who conducts renovation, remodeling, or repainting for compensation in target housing or a child-occupied facility shall retain all records necessary to demonstrate compliance with this chapter for a minimum of three years following completion of the renovation, remodeling, or repainting. The records shall include:

**69.12(1)** The address or location of the target housing or child-occupied facility where remodeling, renovation, or repainting was conducted.

**69.12(2)** A list of all known occupants of the dwelling units where renovation, remodeling, or repainting was conducted at the commencement of the work.

**69.12(3)** Copies of signed, dated acknowledgments as required by subrule 69.3(2) from each owner and occupant of a dwelling unit where renovation, remodeling, or repainting was conducted.

**69.12(4)** Copies of signed, dated acknowledgments as required by subrule 69.4(2) from each owner of multifamily target housing where renovation, remodeling, or repainting was conducted in common areas.

**69.12(5)** Copies of all signed, dated statements of notification, as well as copies of all notification materials given to all owners and occupants and acknowledgments as required by subrule 69.4(2) from each owner and occupant of multifamily target housing where renovation, remodeling, or repainting was conducted in common areas.

**69.12(6)** Copies of signed, dated acknowledgments as required by 641—69.7(135) from the owner and, if different, operator of a child-occupied facility where renovation, remodeling, or repainting was conducted.

**69.12(7)** Copies of all notification materials given to the parents or guardians of children using a child-occupied facility or the signs posted in areas where the signs can be seen by the parents or guardians of children using the child-occupied facility as required by subrule 69.7(9).

**69.12(8)** Reports showing that a lead inspector/risk assessor or elevated blood level (EBL) inspector/risk assessor certified pursuant to 641—Chapter 70 has made a written determination that the components affected by the renovation are free of lead-based paint.

**69.12(9)** Certifications of attempted delivery as described in 641—69.6(135).

**69.12(10)** Certificates of mailing as described in subrules 69.3(3) and 69.4(3).